



**After School Academics & Arts Program**

*“The stars of our community and our future.”*

**2018-2019**  
**Student/Parent Handbook**

106 N. 38<sup>th</sup> Ave. Hattiesburg, MS 39401 (Central)  
10 Hunter Lane Hattiesburg, MS 39402 (West)  
(601) 336-5501 – Central • (601) 336-7316 – West • Van Jones, Owner/Director  
Nicole Jones, Owner/Director

Dear ASAAP Parent(s):

The After School Academics & Arts Program handbook is designed to give all parents and students a deeper insight into our program. Although the handbook is designed to be a helpful guide, please direct questions about daily activities or your child's behavior to your child's teachers or center director/director designee. Please feel free to contact us at any time with questions or comments. We're looking forward to a great year!

After School Academics & Arts Program - Central  
106 N. 38<sup>th</sup> Ave.  
Hattiesburg, MS 39401  
(601) 336-5501

After School Academics & Arts Program - West  
10 Hunter Lane  
Hattiesburg, MS 39402  
(601) 336-7316

[www.asaap.us](http://www.asaap.us)

Van & Nicole Jones

**PROGRAM:** Your child is now enrolled in the After School Academics & Arts Program. We offer a variety of academic enhancement and enrichment activities, including homework assistance, indoor and outdoor games, music, art, crafts, and dance. If we can be of assistance, please do not hesitate to contact us at any of the above contact numbers.

**TEAM:** The program director and the director designee supervise full time teachers, part time teachers, and volunteers. We hire team members who love God and children, who have been screened by the State of Mississippi Department of Human Services, who are CPR/First Aid certified, and who undergo an extensive background check.

**PROGRAM HOURS AND FEES:** Below are the hours of operation for our after school care and summer programs:

Description	Hours	Fees Assessed
Registration Fee \$65 + Enrichment Fee \$20= \$85		
After School Care Tuition Rate	2:00pm - 6:00pm	\$130/bi-weekly
Late Pick Up Fee		\$10 (for every 10 minutes after 6:05p.m.)
Late Payment Fee		\$25
Snack Fee		\$15/month
Holiday/Absence Discount		\$15 off
Sibling Tuition Discount		\$5 for each additional child
School Break Camp	7:30am - 6:00pm	Thanksgiving Camp \$90 Christmas Camp \$90 New Year Camp \$90 Spring Break Camp \$90 Full Day Drop IN \$30/per day
Early Release Fee		\$5/Per Day
Returned Check Fee		\$25
Summer		Tuition will be posted on camp page

**REGISTRATION \$85:** All sections of the registration form must be completed. EMERGENCY CONTACT INFORMATION, AUTHORIZED PICK-UP, AND THE EMERGENCY MEDICAL TREATMENT FORMS ARE MANDATORY. It is extremely important that you immediately notify the ASAAP Director or Director Designee if any changes to your child’s registration forms are necessary.

**AFTER SCHOOL CARE TUITION RATE \$130/Bi-Weekly:** After School Rates include payment for after care during school days between the hours of 2-6pm. Fees must be paid in full based on the payment schedule provided to you. Fees may be paid by cash, check, money order, credit card, or online via PayPal <http://www.asaap.us/make-a-payment.html>. We do not accept partial payment for partial use of services. *NO CHILD WILL BE ALLOWED TO BEGIN A SERVICE PERIOD FOR WHICH PAYMENT HAS NOT BEEN RENDERED*

**LATE PICK UP FEE:** A late fee of \$10.00 for every 10 minutes after 6:05p.m. will be charged per family for children not picked up on time. Consistent late pick up may result in the loss of ASAAP services.

**LATE PAYMENT FEE:** A late payment fee of **\$25** will be charged for payments not received on or before the 3rd day of the service period. We will not be able to make payment arrangements. Tuition is due on or before the scheduled tuition due date.

**HOLIDAY/ABSENCE DISCOUNT \$15 off:** If students are absent for an ENTIRE WEEK due to vacation, or illness, tuition will be discounted \$15.00

**SIBLING DISCOUNT \$5:** Tuition will be discounted \$5 per week for each additional sibling.

**SCHOOL BREAK CAMP:** ASAAP will be **open** for full day School Break Camp from 7:30am to 6:00pm throughout the year for holiday and school closings. Students must register and prepay for these camps by going to our School Break Camp page.

**EARLY RELEASE FEE \$5/Daily:** When we are open from 11am (or earlier) to 6:00pm on all early dismissal days there is an extra \$5 dollar fee per full time enrolled child.

**INSUFFICIENT FUNDS/RETURNED CHECK FEE - \$25:** If a check is returned for any reason for insufficient funds, we *WILL NOT* redeposit it. You will be required to bring cash, money order, or use our online payment only for the amount of the check along with the \$25 service charge. All future payments will be accepted in **CASH, MONEY ORDER, and OR ONLINE ONLY**.

**REFUND/CREDIT POLICY:** ASAAP does not refund or credit any full or partial payments.

**TRAVEL PROCEDURES:** Children at Lamar County, Forrest County, and Hattiesburg Public schools will be picked up daily from their schools by ASAAP's bus or van, and will be transported to one of the designated ASAAP locations. The drivers of ASAAP vehicles will take roll at each school to ensure that every student is accounted for.

Children at Petal Schools will be dropped off at our East Location by Petal Schools Transportation daily. The teacher of each after school class will sign in each student once they arrive at our facility. Parents are required to sign out students at pick up.

**INCLEMENT WEATHER CLOSING:**

**ASAAP will close for inclement weather whenever associated school districts close or during the summer when the national weather service advises closings.** Closings are announced on local radio, television stations, and social media. We will send emails, texts, and social media posts immediately, but it is ultimately the parent's responsibility to be aware of inclement weather closings. **ASAAP WILL BE CLOSED ON DAYS THAT SCHOOLS CLOSE EARLY DUE TO INCLEMENT WEATHER.** Tuition is still due on designated days unless otherwise noted.

**RELEASE OF CHILDREN:** Children may be picked up any time prior to 6:00pm, but must be picked up *NO LATER* than 6:00pm. In the event of an emergency, you are expected to make pickup arrangements before 6:00pm and notify the director or director designee. Consistent late pick up may result in the loss of ASAAP services.

**DISMISSAL PROCEDURES (Parent Sign-Out and Pick-Up):** Each child must be signed out from the program by an *AUTHORIZED PERSON* listed on the child's registration form. Any other person not

listed on the child's registration form must have written or verbal permission from the parent or legal guardian.

Students that are picked up prior to CARPOOL time must be picked up by an Authorized Person, who is required to come into the center to sign the student(s) out. At the designated CARPOOL time, all students will be signed out at CARPOOL. Parents remain in their vehicles and follow carpool procedures for pick up. If the parents would like to come in, we ask that you do not park in the carpool line, but in a park that does not hinder the flow of CARPOOL traffic.

**AUTHORIZED RELEASE:** ONLY those persons listed on your child's registration form are considered authorized. Family members, if not listed, are not considered authorized to pick up your child. Verification by the Director or Director Designee will be made before any child is released to a person not listed on the registration form. Once permission has been received and approved by the director or director designee, the person or persons picking up your child must present photo identification before the child is released.

**\*Sample Pick-Up Permission Letter:**

I, (Parent or Legal Guardians full name) authorizes (the full name of the person picking up your child) to pick up (the full name of your child) from ASAAP on (the date). (Your signature)

**CHANGES IN DISMISSAL PROCEDURES:** If there are any changes in the dismissal procedures from your child's school, notify ASAAP in person, by call, text, email, or in writing, immediately. If your child is picked up early from the regular school day program, please contact the director, director designee, or Central office, immediately.

**ILLNESS/ACCIDENTS:** In case of any accidents at ASAAP, emergency first aid will be administered. Every effort will be made to contact the parent(s)/guardian(s). In case of failure to reach the **primary** parent/guardian (either at home or at their place of work), the **secondary** authorized person(s) on the child's Emergency Form will be contacted. It is important that your children know your schedule (i.e. work, classes, etc.). If your child requires any special medical attention, please notify us via registration form.

Bumps, bruises, or minor cuts will be cleaned and ice or Band-Aids will be applied. The child's parent(s)/emergency contact will also be made aware via call or note.

If a serious injury occurs, the following procedure will be followed:

- Check child for needed medical attention
- Call 911 if emergency medical care is needed
- Ice packs and Band-Aids will be applied as needed
- Incident/injury report will be completed and a parent/guardian will be contacted immediately

**MEDICATION AUTHORIZATION:** If your child needs a specific medication during the hours that he/she attends the program, a permission form must be filled out and kept on file. Please complete a medical authorization form and leave RX with teacher, Director, or Director Designee for proper distribution and storage.

**BEHAVIOR/DISCIPLINE POLICY:** Your child will be under the supervision of qualified personnel. Misconduct, disrespect of leaders, destruction or vandalism of property or equipment, profanity, or any other act of mischief, will result in disciplinary action and or removal from the program. You will be contacted about recurring incidents and receive a copy of our referral form. If your child's misconduct persists, he/she may be removed from the program.

**DISCIPLINE POLICY STATEMENT:** To reduce the occurrence of behavior issues, the children will be engaged in numerous physical, emotional, and physiologically stimulating activities.

**IMPLEMENTATION OF DISCIPLINE:**

1. ASAP will provide well planned, engaging learning activities, which decrease the frequency of disruptive behaviors.
2. Positive reinforcement of good behavior is encouraged.
3. Discipline should be immediate and related to the child's action.
4. Shouting WILL NOT occur.
5. Disciplinary limits are necessary, clearly defined, and consistently maintained.
6. Removal from the group to help a child gain control may occur.
7. No child is subject to corporal punishment or to verbal abuse.
8. In cases of extreme disciplinary problems, ASAP reserves the right to dismiss a child.

**BEHAVIOR MANAGEMENT:** Each classroom teacher will implement an approved behavior management plan for their class. Parents will be informed of their child's daily behavior on a referral sheet and student will lose activity or elective time as a result of inappropriate behavior.

**ABSENTEE:** If the student is not ill for 5 or more consecutive days or the student has not withdrawn from the program, tuition is due for the days that the student is absent.

**WITHDRAWAL:** A student withdrawing from the After School Care or Summer Program after payment has been made will not be given a refund for the paid and unused days. Parents are responsible for notifying the After School Care or Summer Program Office two weeks in advance as to the date of withdrawal.

**E-MAIL:** We would like to be able to contact you electronically through e-mail to reduce paper clutter and waste. You will be emailed weekly about updates as well as important events. Please submit an updated email address.

**SOCIAL MEDIA:** ASAP is on Facebook, Instagram & Twitter. We are asking that you like us on Facebook and follow us on Instagram and Twitter for updates and monthly alerts and specials.

**TEXT ALERTS:** Please register for our text alerts so that you can receive weekly reminders, emergency information, and inclement weather alerts.

**PLAYGROUND:** The playground is located in the rear of each building. Children will be taken outside in age appropriate shifts, depending on the number of children in attendance daily. Outside toys will be provided so please do not bring toys on the premises.

**GENERAL RULES FOR ASAAP:**

1. ASAAP promotes a caring respectful environment.
2. Don't run inside the facility.
3. Sit correctly on the furniture and keep feet on the floor.
4. We monitor our inside tone and no screaming.
5. We keep our hands and feet to ourselves.
6. We promote giving and sharing.
7. We attempt to foster a clean environment by continual washing and sanitize hands.
8. No toys from home allowed.

**ALLERGIES:** Please let us know in advance if your child/children have any food allergies or pre-existing medical conditions that require monitoring.

**AFTER SCHOOL PROGRAM****Hours of Operation**

ASAAP's After School program will be in operation daily from 2:00pm – 6:00pm during each individual district's calendar year. Annual holiday openings and closings calendars will be released prior to each school year. During our School Break Camps one or more of our facilities will be open from 7:30am-6:00pm

**Tentative ASAAP daily schedule:**

- Sign-in and Homework
- Snack and Devotion
- Outside Recess
- Reading
- Center/Activity Time
- Clean up
- Sign-Out

**CLASSES:** Students are divided into age appropriate groups to participate in academia, crafts, games, free time and other extracurricular activities.

**SUMMER PROGRAM**

**CLASSES:** Students are divided into age appropriate groups to participate in academia, crafts, games, free time, extracurricular activities and other exciting adventures throughout the summer. The age grouping breakdowns are K-5<sup>th</sup>.

**ITEMS SENT HOME:** Each child must have a bag which is used to send home notes, projects, soiled clothing etc. Please check student's bags daily for items that may be removed and kept at home.

**MORNING CHECK IN:** Check in begins at 7:30am. We do devotion, distribute a breakfast snack, and we enjoy morning outdoor play time. If the weather prevents us from playing outside, then we will begin our days in our rooms.

**GUEST SPEAKERS:** We have guest speakers who come to visit us here at ASAAP. If a speaker is scheduled, a note will be posted explaining who, when, and where.

**BIRTHDAYS:** All children are welcomed to have a birthday parties with their classes. Please note that all birthday treats are required to be store bought and pre-packaged. Please check with the teacher for an exact head count as well as possible food allergies in that particular classroom. (Please read labels in the event that there is an allergy in the class, prior to purchasing any snacks)

**MOVIE & GAME DAY:** Once a week, we will have Movie and Game Day! During the summer session, we will enjoy movies in the classrooms for age appropriate entertainment. Movies may be recommended by students but chosen by the teacher. Students may also bring hand-held video games on this day. (Games are not permitted on any day other than the approved days)

**FIELD TRIPS:** A list of summer session field trips will be provided to the parents. Please note that field trip fees are included in the weekly tuition payment.

When traveling outside of the center, each teacher will be responsible for a group of children. Children are expected to stay with their group at all times. We will still be enforcing the behavior policy while we are away from the center. Safety, exposure, and fun are the key and we expect children to listen and follow directions at all times.

**FIELD TRIP RULES:**

1. Stay with your assigned adult, group, and/or buddy.
2. Respect yourself.
3. Respect others.
4. Respect property.
5. Follow the rules of the location we are visiting.
6. Be on your best behavior.
7. HAVE FUN!

**Bus/Van Safety:** We will discuss and demonstrate the proper protocol for loading and unloading the bus/van as well as seating assignments.

**Bus/Van Rules:**

1. please stay in your seat while the bus/van is moving.
2. Please keep hands and feet out of the aisle.
3. No gum, food, or drinks on the bus/van.
4. No toys (unless given permission).
5. Please use a low tone and be respectful to the driver.
6. Please do not climb over or under the seats.
7. When getting off the bus/van, follow your teachers.
8. THE BUS/VAN MUST BE COMPLETELY QUIET WHILE CROSSING RAILROAD TRACKS.

**STATEMENT OF LIABILITY:** After School Academics & Arts Program does carry general liability insurance at each of our locations as well as automobile insurance on all vehicles used to transport students.

**OPEN DOOR POLICY:** ASAAP promotes a family-oriented environment. We welcome any and all authorized family members to join us in our daily activities.